

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I. Position Title: Fire Captain / EMT

Revision Date: 08/09  
EEO Code: Protective Service  
Status: Non-Exempt  
Control No: 33456

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Fire Chief and supervision of the Battalion Chief, responsible for supervising an Engine Company and providing the City with prevention and mitigation of emergencies and disasters, through proper planning, public education and code enforcement. Responds to emergencies involving fire, medical or environmental concerns and oversees the safety of crew members and the public at all times. May be assigned Administrative duties to include Training, Equipment, etc.

III. Essential Duties:

Supervisory and Operational Duties:

- Supervise engine company members.
- Take command at fire, medical and environmental concern incidents.
- Respond promptly and efficiently to emergency fire, rescue, hazardous materials and medical alarms.
- Conduct performance evaluations, skills testing and monthly individual interviews of engine company staff.
- Effectively follow directions from supervisor(s).
- Promote a positive attitude among department personnel and other contacts.

Office, Clerical and Record Keeping Duties:

- Maintain a daily schedule for the activities of crew members.
- Keep training records for Engine Company, which include both fire and medical.
- Prepare monthly reports which detail training hours, hydrant and business inspections.
- Complete detailed reports on all medical and fire incidents on the appropriate forms.
- Prepare inventory reports on all medical supplies and fire equipment.

Training Duties:

- Conduct daily training sessions to keep crew members current on all fire and medical procedures. Complete a minimum of 15 hours of training per month. Must include 7 hours of quick drills.

Physical Fitness Duties:

- Maintain personal fitness in order to effectively perform essential duties of job.
- Inform supervisor if ability to effectively perform duties of job is impaired.

Station, Apparatus and Ground Maintenance Duties:

- Responsible for the completion of station janitorial activities, to insure the building is ready for public inspection at all times.
- Wash and wax apparatus.
- Insure that all components on the apparatus are clean and working correctly.

Prevention and Life Safety Duties:

- Prepare and conduct tours, lectures and video presentations.
- Responsible for an assigned fire hydrant inspection district, with duties that include inspecting and painting.
- Responsible for assigned business inspection district and completion of annual inspections.
- Display fire apparatus and participate in public demonstrations.
- Participate in local school programs and various civic and City functions.

VI. Marginal Duties:

- Attend and participate in meetings with Battalion Chiefs and Staff Members.
- Plan and oversee training instruction.
- Serve on various teams and committees.
- Perform other duties as assigned.

V. Qualifications:

**Education:** Requires associate's degree in Fire Science or closely related field.

**Experience:** Requires seven years firefighting experience with previous experience as Acting Captain; may substitute year for year additional experience for education.

**Certificates/Licenses:** Requires valid Utah Driver's License; state of Utah Fire Officers certification; state of Utah EMT certification; and state of Utah Apparatus Driver Operator certification.

**Probationary Period:** A one year probationary period is a prerequisite to this position.

**Knowledge of:** Utah emergency medical programs; training and staff development in firefighting and paramedic programs; fire and medical equipment and programs, including tactics; fire behavior; Fire Department policies and procedures; Uniform Fire Code; origin and cause determination; site plan review and examination; department prevention programs; fire ground procedures; incident command procedures; inspection procedures; sprinkler systems; alarm and communication procedures; operation and maintenance of department apparatus and equipment; safety procedures.

**Responsibility for:** Decision making skills which require discretion, judgment and speed; moderate responsibility for care, condition and use of materials, equipment and tools; responsibility for supervision which affects the activities of engineers and firefighters.

**Communication Skills:** Ability to communicate effectively verbally and in writing, using proper grammar, spelling and punctuation; ability to work effectively as a team member; ability to communicate with employees and citizens in emergency situations and day to day work; establish effective working relationships with city officials, employees and the public.

**Tool, Machine, Equipment Operation:** Working knowledge of the operation of all fire suppression and emergency equipment, telephone, computer and printers.

**Analytical Ability:** Must be able to make sound decisions with minimal guidelines during emergency and non-emergency situations; establish goals and priorities; organize time; must have a well developed sense of strategy and timing.

VI. Working Conditions.

*Physical Demands:* Duties of job require moderate to heavy physical exertion; constant seeing and hearing; constant attendance; must be able to wear and work in fire department breathing apparatus; requires great muscular exertion, stooping, kneeling, climbing and balancing.

*Working Conditions:* Great mental pressure and fatigue exist during an average day due to exposure to difficult situations, contact with the public and deadlines; exposure to emergency situations that involve dangerous and disagreeable conditions including smoke, heights, fire, stress, hazardous materials, communicable diseases, excessive noise, fumes, heat, cold, water, emergency driving, etc.; minimal overtime required; typically work shifts are 24.5 hours in length but may be assigned to work 8-hour day shifts; possible call backs on days off.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/ DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_